



**MICHIGAN DEPARTMENT OF STATE
OFFICE OF THE GREAT SEAL**

Lansing, Michigan 48918-1750
Telephone: 517/373-2531

APPLICATION FOR MICHIGAN NOTARY PUBLIC APPOINTMENT

NOTE: Applicant must be at least 18 years of age. PRINT or TYPE name as you wish to be appointed:

① Full Name _____
(First) (Middle) (Last)

② I hereby apply for appointment as a Michigan resident for the county _____
(in which I live).

I hereby apply for appointment as an *out-of-state* resident that works in _____
(Name of County)

③ Signature _____ Date _____
(Sign your name as you wish to be appointed)

④ Date of Birth: Month ____ Day ____ Year ____ My occupation is _____

⑤ Residence Address: _____
(Number & Street) (City) (State) (Zip)

Business Address: _____
(Number & Street) (City) (State) (Zip)

Telephone Numbers: Residence _____ Business _____

⑥ *IF you have a current commission, complete this section.*

My last appointment for _____ expires(d) Month ____ Day ____ Year ____
(County)
in the name of _____

⑦ **ENDORSEMENT** (*Applicant must obtain endorsement before submitting this application to Office of the Great Seal. Endorser must be a member of the State Legislature, Circuit or Probate Court Judge of the county in which the applicant is applying.*)

I, _____, endorse the above named applicant.

NOTE to Endorser: Only endorse completed applications.

Endorser's Signature _____ Title _____

A \$3.00 fee must accompany this application form. Make check or money order payable to "State of Michigan."
Do not send cash. See *Application Information* for more details.

Form 98 11/98

MICHIGAN NOTARY PUBLIC APPLICATION INFORMATION

QUALIFICATIONS: To apply to become a Michigan notary public, you must be at least 18 years of age and a resident of the county in which you request appointment (*NOT* the county where you work). Only an out-of-state resident must apply in the Michigan county where the principal place of business is located.

① NAME: Print or type your name with first name, middle name or initial, and last name. Your name must read *exactly* as you intend to use it when notarizing documents.

② MICHIGAN RESIDENTS: Print the name of the county in which you live, *NOT* where you work. Out-of-state residents must indicate the Michigan county where you work.

③ SIGNATURE: Sign your application the *exact* way you wish to be appointed. An original signature is required. Your signature and printed name must match each time you notarize a document. If you were commissioned as “Ann E. Notary,” do *NOT* sign your name as “Ann Notary” or “A. E. Notary.” A signature that does not match the printed name voids the notarized document. Include today’s date.

④ DATE OF BIRTH AND OCCUPATION: Indicate your month, day and year of birth plus your occupation.

⑤ HOME AND BUSINESS ADDRESSES - TELEPHONE NUMBERS: Please ensure accurate and complete information for Office of the Great Seal files and your county clerk.

⑥ CURRENT NOTARIES: If you have a current commission, complete this section fully. If you are *not* a notary public at the present time, go to the next section.

⑦ ENDORSEMENT: You *must* obtain an endorsement from a member of the Michigan Legislature, Circuit Court or Probate Court presiding in the county in which you request appointment. To get the name and address of a judge or legislator, telephone your county clerk’s office or check the “government” section of a telephone directory in your county.

SUBMITTING APPLICATION AND FEE: Mail the completed and endorsed application to the Michigan Department of State, Office of the Great Seal, 7064 Crowser Blvd., Lansing MI 48918-1750. A \$3.00 check or money order payable to the “State of Michigan” must accompany the application. *Do not send cash.*

APPOINTMENT NOTIFICATION: After a notary commission is issued by the Office of the Great Seal, it is mailed to the county clerk where you applied. The county clerk then notifies you of your appointment. You must file your oath of office and bond with the county clerk where you applied.

TERM OF APPOINTMENT: Notary commissions are issued for 4 to 5 years ending on the notary’s birthday. The term is not less than 4 or more than 5 years from the date of appointment. There is no renewal process so you must apply for a new commission each time. *It is the applicant’s responsibility to make application for a new appointment no more than 60 days prior to the expiration date.* A new appointment is also needed when your county of residence changes or if you change your name.

OATH AND BOND FILING: Before receiving your commission, you must file a constitutional oath of office and a \$10,000 surety bond with the county clerk. The oath of office is an oral or written oath taken at your county clerk’s office when you file your bond. Information on where to obtain your surety bond and the cost is available from insurance agents and others that will solicit your business. **IMPORTANT:** *You may not act as a notary public until the required oath and bond are filed with the county clerk. If they are not filed with 90 days after notification, the county clerk will return the commission to the Michigan Department of State to be destroyed.*

NOTARY PUBLIC GUIDE: This brochure describes some of your duties as a notary public, beginning with the procedure required to notarize a document. Other information sources are also provided. It is available from your county clerk’s office or from the Michigan Department of State’s fax-on-demand service at 517/335-4FAX.

Questions about your notary application should be directed to the **Office of the Great Seal** at 517/373-2531 or www.sos.state.mi.us/greatseal/notary.